



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 3301.3A  
BUMED-M3B1  
24 Feb 2006

BUMED INSTRUCTION 3301.3A

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) MEDICAL OPERATIONS  
CENTER (MOC)

Encl: (1) BUMED Medical Operations Center Command Cell

1. Purpose. To provide mission, functions, membership, and responsibilities of the BUMED MOC.
2. Cancellation. BUMEDINST 3301.3.
3. Application. This instruction is applicable to BUMED headquarters.
4. Background. The Chief, BUMED is responsible for providing Navy Medical Forces in support of contingency operations worldwide. The Chief, BUMED periodically requires a multi-disciplinary team to coordinate and perform Command, Control, and Communication (C3) functions in support of the Operating Forces.
5. Mission. The BUMED MOC will execute C3 functions and develop mitigation strategies when mobilizing Navy Medical Forces in support of the Operating Forces for specified disasters and contingencies.
6. Function. The BUMED MOC will execute C3 functions as the headquarters for Navy Medicine during disaster and contingency operations. Functions will include, but are not limited to the following:
  - a. Provide 24-hour MOC operations in support of disaster and contingency operations.
  - b. Coordinate requests for all Navy Medicine component command medical and non-medical personnel.
  - c. Provide information on medical readiness issues involving the Navy Medical Force.
  - d. Develop and implement mitigation strategies for global contingencies. Collect, maintain, and disseminate, as directed, current information on contingency operations involving Navy Medical Forces.

e. Utilizing the crisis action planning process, develop courses of action (COA) and provide recommendations to senior leadership for the mitigation of contingencies.

f. Develop and maintain data archives for all contingencies.

g. Identify and forward Navy Medical Lessons Learned to the Navy Operational Medicine Institute (NOMI).

7. Membership. The BUMED staff in Operations (M3B1) maintains the BUMED MOC. If required by the contingency, the MOC will commence 24-hour operations and be appropriately augmented by other BUMED codes. The BUMED MOC will consist of the following members:

a. Chairman. Chief of Staff, Bureau of Medicine and Surgery (M09B).

b. Vice Chairman. Deputy Chief of Staff, Operations (M3).

c. Medical Operations Center Operations Officer. Special Assistant for Current Operations (M3B1). As directed by the Chairman, the MOC Operations Officer is responsible for determining the composition of the MOC Crisis Action Team. In the absence of senior BUMED leadership, and in the event of an immediate disaster or contingency, this position will receive guidance from the BUMED Command Duty Officer (CDO).

d. Crisis Action Team (CAT). The CAT will consist of the following as necessary:

(1) Active duty staff assigned to M3B1.

(2) Assistant Deputy Chief of Staff, Operations (M3B).

(3) Assistant Deputy Chief of Staff, Manpower and Policy (M1B).

(4) Director, Homeland Security (M3B5).

(5) Special Assistant for Logistics (M3B[L]).

(6) Augmentees from the following codes as requested by the MOC Operations Officer:

(a) Assistant Deputy Chief of Staff/Deputy Comptroller (M8C).

(b) Assistant Deputy Chief of Staff, Future Plans and Strategies (M5B).

(c) Director for Headquarters Administration (M09BB1).

- (d) Chief, Information Officer (M00I).
- (e) Communications (M09BB7).
- (f) Pastoral Care (M09BB8).
- (g) Command Duty Officer or Officer of the Day.

8. Duties

a. Chairman. The Chairman is the primary representative of the BUMED MOC for all operational issues involving Navy Medicine component commands personnel and facilities. The Chairman provides guidance and oversight in the Navy Medicine component commands mitigation of contingency operations involving Navy Medical Forces and facilities.

b. Vice Chairman. The Vice Chairman performs the duties of the Chairman in their absence or when directed by the Chairman.

c. Command Cell Operations Officer

- (1) Establishes and enforces standard operating procedures for the MOC.
- (2) Ensures adequate equipment and supplies are available.
- (3) Serves as the watch commander for the BUMED MOC.
- (4) Provides guidance to the MOC staff.

(5) Documents and verifies that all MOC staff are properly trained and credentialed for work in the cell. In coordination with Assistant Deputy Chief, Plans and Strategies (M5B) schedules semi-annual Command Post Exercise (CPX) for the CAT and augmentees.

(6) Ensures the MOC is staffed at levels commensurate with the contingency environment. To accomplish this, the MOC Operations Officer will:

(a) Develop and maintain the MOC watch bill.

(b) Request additional augmentation from other BUMED codes specified in paragraph 7d(6), as required.

d. Crisis Action Team (CAT)

(1) Coordinates all mobilization activities as outlined in MOC standard operating procedures.

(2) Attends meetings in the MOC to maintain situational awareness of the current operational environment.

9. Action

a. M3B1 will maintain the list of augmentees for the CAT. The list will be posted inside the Current Operations conference room and in the CDO/OOD log.

b. All codes specified in paragraph 7d will:

(1) Appoint, in writing, a person to augment the CAT and provide a copy of the appointment letter to M3B1. The following information will be included:

(a) Name, grade, and social security number.

(b) Office telephone number.

(c) Home telephone number and home address.

(d) Security clearance authorization.

(2) Bi-annually review the CAT staff augmentation list published in the M3B1 public folders and ensure that appointed staff members are ready to fulfill their duties.

(3) When requested by the MOC Operations Officer, provide additional augmentees to the CAT to support contingency operations.

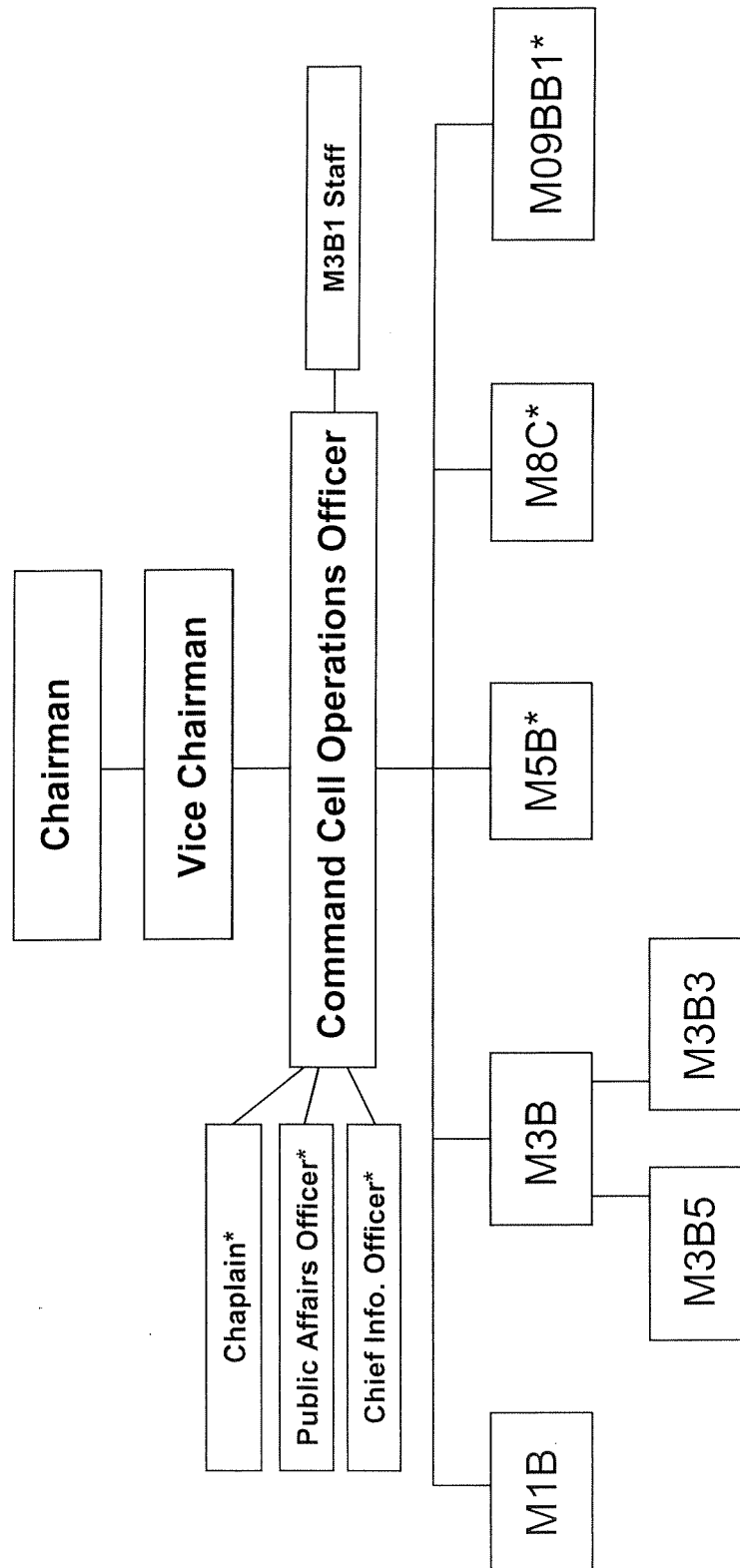
c. Augmentees appointed in writing to the CAT, will be familiar with the MOC standard operating procedures and will serve as MOC action officers during activation.



D. C. ARTHUR

Distribution is electronic only via the Navy Medicine Directives Web site at:  
<http://navymedicine.med.navy.mil/Files/Media/directives/3301-3A.pdf>

BUMED Medical Operations Center  
Command Cell



\* As Needed